

1 March 2024

## **Information regarding Job Evaluation for Assistant Support Services Manager**

### **Questions:**

Under the Freedom of Information Act, we would like to request the following information:

Following the Outcome of the Assistant Support Services Manager - Agenda for Change Desk Top Evaluation in March 2016 we request details/copy of the evaluation assessment of the agreed job description.

We also request details/copy of the full matching evaluation for the new post Assistant Support Services Manager provisionally Banded as Band 5, which was completed after the settling in period (6-12months), please confirm when and who under took this evaluation, as per email below:

2nd March 2016 – Agenda for Change Desk Top Evaluation

“I can confirm that I have duly sought to obtain details/copy of same as requested and been advised by the Agenda for Change Team, Human Resources that this information is not available for circulation. I have been further advised that this is because the desk top evaluation provides for a provisional banding, pending full matching after a settling in period; usually 6-12 months, while the new position has time to become established.”

We also request a copy of the National Job Profile used to job match the new post Assistant Support Services Manager provisional Banding, Band 5. A request for a copy of the Quality Impact Assessment and Consistency Checking undertaken during the settling in period of the new post, which was due to be completed as part of the PCSS Restructure Process 2015/2016.

### **Belfast Trust Response:**

Please see attached, as requested, a copy of the:

1. Matched job report completed when the post was provisionally banded on 2 March 2016. (Attachment 1)
2. National profile used by the matching panel to provisionally band the post on 2 March 2016. (Attachment 2)

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The date order of when action was taken/required and who was required to take the action is included in the table below:

Date	Action Taken/Required	Action By/Required By
2/3/2016	Assistant Support Services Manager post provisionally matched	Job Matching Panel
Post recruitment	<p>Section 5.3 of the AFC Job Evaluation Handbook states: <i>'After recruitment, the organisation should allow a reasonable period of time for the job to 'bed down' and this may vary according to the nature of the job. Some posts may need a period of a few months, while others may be subject to seasonal variations requiring a full year to determine the full job demands. Once the full demands of the post are clear, the post[1]holder and/or their manager should review the job description and, if any changes are made to it, the job evaluation outcome must be reassessed using the matching or evaluation procedure as appropriate. The standard procedure for this reassessment, either by job matching or evaluation panel, should be followed. This includes checking that the outcome is consistent with other similar jobs on a factor by factor basis.'</i></p> <p>In this particular case, no request for the post to be reassessed was made to the Pay Modernisation team, indicating that post holder (s) and/or their line manager were content that no changes were necessary requiring a reassessment of the post.</p>	Post holder(s)/Manager
2/10/2023	Changed job application was submitted to the Pay Modernisation Team.	<p>The revised Job Description and associated documentation is agreed with the post holder(s), relevant Trade Union Representatives (where applicable) and the relevant / designated line manager.</p> <p>All documentation has to be authorised and signed off by the relevant Co-director.</p>
Ongoing	The changed job application is due to be assessed by a panel and then consistency checked/quality assured.	Job Matching Panel/Job Evaluation Leads

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The process for the application received on 2 October 2023 is ongoing. We do not therefore have any records of a panel outcome or quality assurance / consistency checking as yet.

## **13 February 2024: Follow-up Query**

**Response: 06 March 2024**

**Thank you for your response to our request however can you please clarify your response to our request for a copy of the full matching evaluation for the new post after the settling in period of 6-12 months e.g.**

***'We also request details/copy of the full matching evaluation for the new post Assistant Support Services Manager provisionally Banded as Band 5 which was completed after the settling in period (6-12months), please confirm when and who under took this evaluation as per email below.'***

The post was given a provisional banding via a desk top process (copy of matching report previously attached). The full matching evaluation after the 'settling in' period was never requested therefore a full match report was not completed for this post. As outlined in Section 5.3 of the AFC Job Evaluation Handbook 'Once the full demands of the post are clear, the post[1]holder and/or their manager should review the job description and, if any changes are made to it, the job evaluation outcome must be reassessed using the matching or evaluation procedure as appropriate.' For this particular post, no revised job description was submitted for full evaluation.

**We have received attachment 1, which is the provisional banding of the post Assistant Support Services Manager as of the 2<sup>nd</sup> March 2016. However, we requested a copy of the fully matched evaluation for the new job of Assistant Support Services Manager, which was completed after the settling in period of 6-12 months. Can we please have a copy of this Matched Job Evaluation and who actioned this Evaluation?**

As outlined above, the provisional banding was the only assessment undertaken for this post. The post was not submitted for reassessment following the initial 'settling in period'. The job has now been revisited and submitted for reassessment. This process is ongoing and therefore the full job match report cannot be provided at this time.

**Our request for a copy of the Quality Impact Assessment and Consistency Checks you have stated these are ongoing. As it is now 7 years, 11 months and 18 days from the Assistant Support Service Manager New Post was provisionally banded we would request a copy of all the ongoing, current or partially completed quality impact assessments and consistency checks that have taken place during this time period.**

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Quality Impact Assessments do not form part of the Job Evaluation process. However we did complete Quality Assurance, which is now referred to as Consistency Checking. Consistency checking has not yet taken place for the updated job description.

In respect to the request for copies of all ongoing documentation, a copy of the revised Job Descriptions, Organisational Structure Chart, Co-Director signoff pro-forma and Effort Factor assessment pro-forma can be provided. The process has not been completed and information will not be available until the end of the process. No other documentation has been completed as part of the job evaluation process and as such cannot be provided.

**A copy of who is or who previously was completing these assessments / checks.**

We can confirm that the panel consisted of fully trained management and Trade Union Side matchers who would not have had any prior involvement in the creation or amendment of any job description in line with the Job Evaluation Handbook.

Belfast Trust do not release names of trained matchers as this is exempt under Section 40 Personal Information. This information is subject to Section 40(2) of the FOI Act 2000 – Personal information relating to a third party. This is deemed to be personal information about another individual and disclosure would breach one or more of the principles of the Data Protection Act.